

## 1. POLICY CERTIFICATION

Policy title:	<b>Alcohol and Other Drugs Policy</b>
Policy number:	<b>WS007</b>
Category:	<b>Policy</b>
Classification:	<b>Work Health and Safety</b>
Status:	<b>Approved</b>

## 2. PURPOSE

This Policy supports Roper Gulf Regional Council's commitment to providing a healthy and safe workplace environment for all employees, visitors and contractors.

## 3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees, visitors and contractors on Roper Gulf Regional Council premises and any other locations where activities are undertaken by Roper Gulf Regional Council representatives or on behalf of Roper Gulf Regional Council.

## 4. POLICY STATEMENT

This policy promotes the prevention, reduction and elimination of alcohol and other drugs abuse in the workplace by:

- Providing Roper Gulf Regional Council with a minimum standard for the management and control of alcohol and other drugs in the workplace by:
- Promoting the prevention and elimination of alcohol and other drugs abuse in the workplace;
- Raise awareness of the affects of alcohol and other drug abuse;
- Reducing Council's risk profile and improving safety;
- Assist Council in achieving the highest standards of Health and Safety by maintaining a 0.00% blood alcohol level and a drug-free workplace.

## 5. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

<b>Alcohol</b>	Refers to all substances that contain alcohol (including foods and medicines)
<b>Drug</b>	A substance other than food intended to affect the structure or function of the body. An illicit substance that causes addiction, habituation, or a marked change in consciousness.
<b>Employee Assistance Program (EAP)</b>	A confidential, professional counselling service available to employees.
<b>Over the counter drugs</b>	Drugs which can be purchased legally without prescription from a chemist store

<b>Person Authorized by the CEO to access test results.</b>	This will generally include the following personnel, CEO, Director of the Department of the involved person, Manager and Supervisor of the involved person, WHS Staff and HR Staff directly involved in Disciplinary Process.
<b>Prescription Drugs</b>	Drugs prescribed by a Medical Practitioner and issued by a pharmacist
<b>Random</b>	Having no specific pattern, purpose, or objective.
<b>Supervisor</b>	Any employee having responsibility for guiding employees and reporting to management on any issues. This includes but is not limited to an employees immediate Supervisor.
<b>Worker</b>	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Roper Gulf Regional Council, an apprentice or trainee, work experience student or a volunteer, a visitor.
<b>Workplace</b>	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

## 6. RESPONSIBILITY

All persons charged, on behalf of Roper Gulf Regional Council, with the management and/or supervision of others, are responsible for the health and safety standards of the working environment and health and safety of workers and visitors under their control.

Roper Gulf Regional Council expects that all workers and visitors will accept their joint responsibility and cooperate in ensuring that the highest possible health and safety standards are maintained in all Roper Gulf Regional Council activities

## 7. APPLICATION OF POLICY

### 7.1 Education and Awareness

Roper Gulf Regional Council will promote awareness of the health and safety implications of drug and alcohol abuse. Particular attention will be given to the recognition of the early indication of drug and alcohol abuse.

### 7.2 Drug and Alcohol Testing

Consistent with Roper Gulf Regional Council's obligation and commitment to ensuring a safe workplace, workers may be required to undergo drug and alcohol testing including but not limited to:

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- As part of an employment medical (including pre-employment medical);
- As part of a Random Testing Program;
- In a case of Reasonable Suspicion; and/or
- Post Incident.

### **7.3 Substances that will be included in testing**

Roper Gulf Regional Council will test for the following prohibited substances:

- Alcohol
- Opiates
- Cannabinoids
- Cocaine
- Amphetamines
- Benzodiazepines

And may also test for other prohibited substances or synthetic drugs

### **7.4 Testing Methods**

Alcohol testing will be conducted in accordance with current random breath testing procedures stated in the AS 3547, *Breath alcohol testing devices for personal use*.

All drug testing undertaken will comprise of either a urine or saliva test.

- For oral fluid testing for drugs — in accordance with AS 4760, *Procedures for specimen collection and the detection and quantitation of drugs in oral fluid*;
- For urine testing for drugs — in accordance with AS/NZS 4308, *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.

Any devices used in drug or alcohol sample collection or testing under this Policy will be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

### **7.5 Breach of Drug and Alcohol Policy**

When a worker or visitor presents for duty in an unfit state, Roper Gulf Regional Council reserves the right to remove the person from the work site. Each worker or visitor is responsible for any civil or criminal penalty that results from their being under the influence of drugs or alcohol.

Where a worker is considered to be in breach of the provisions of this policy and associated procedure, disciplinary action in accordance with the Drug and Alcohol Procedure will apply.

Breaches of provisions include but are not limited to:

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- Recording of a positive result from a drug and / or alcohol test;
- Refusing to provide a sample for drug and / or alcohol test;
- Found to have deliberately masked a substance;
- The falsification of medication information or details;
- Tampering with a sample for drug and / or alcohol testing; or
- Refusing to comply with any requirements of this policy or associated procedure

### **7.6 Rehabilitation & Employee Assistance**

Roper Gulf Regional Council recognises drug and alcohol dependency as a treatable condition. Employees who suspect they have an alcohol or drug dependency are encouraged to seek advice and to take appropriate treatment before their job performance is impaired.

Employees who participate in a rehabilitation program must use existing sick leave or annual leave. Leave without pay may be granted if the employee does not have any sick leave entitlement.

Employees may seek assistance through the Employee Assistance Program. Participation in the program is confidential. Information that the person divulges will not be passed onto anyone without written permission of the person concerned.

### **7.7 Prescription and Over the Counter Drugs**

It is the employee's responsibility to ensure that they have asked their doctor or pharmacist what affects the drug or medication may have and if there is a risk it will cause impairment.

If impairment could occur the employee should discuss this matter with their Supervisor to arrange a safe and suitable working agreement or seek appropriate information to ensure that the employee or others are not placed at risk.

## **8. CONFIDENTIALITY**

Roper Gulf Regional Council is committed to ensuring that results from all drug and alcohol testing remain confidential.

Positive alcohol or drug tests will be retained on an employee's file as per the Drug and Alcohol Procedure.

## **9. EXCEPTION**

Roper Gulf Regional Council is required by Part 99B of the Civil Aviation Safety Regulations 1998 (CASR) to develop a Drug and Alcohol Management Plan (DAMP), covering employees who perform, or are available to perform, a 'safety-sensitive

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aviation activity' (SSAA). These employees are subject to the terms and conditions of the DAMP in addition to this policy.

If there is discrepancy between this policy and associated procedure and the DAMP, this policy prevails.

## 10. REFERENCES

Related Policies and Procedures	Work Health and Safety Policy Code of Conduct Drug and Alcohol Procedure
Related Publications	<i>Work Health and Safety Act</i> <i>Relevant Australian Standards</i> <i>RGRC Drug and Alcohol Management Plan</i>

## 11. DOCUMENT CONTROL

Policy number	<b>WS007</b>
Policy Owner	<b>Work Health Safety</b>
Endorsed by	<b>OCM</b>
Date approved	<b>1 May 2013</b>
Revisions	<b>01</b>
Amendments	<ul style="list-style-type: none"> <li>• <b>30 April 2015: Replaces Drug and Alcohol Policy Prior 30 April 2015</b></li> <li>• <b>25 November 2015</b></li> </ul>
Next revision due	<b>June 2017</b>

## 12. CONTACT PERSON

Position	<b>Work Health &amp; Safety Coordinator</b>
Contact number	<b>8972 9000</b>